



*South Carolina
Wildlife & Marine
Resources Department*

James A. Timmerman, Jr. Ph.D.
Executive Director
H. Wayne Beam, Ph.D.
Director of
Natural Area Acquisition and
Resources Planning

May 17, 1978

MEMORANDUM

TO: Heritage Trust Advisory Board
FROM: H. Wayne Beam *Wayne*
SUBJ: Next Meeting

At the Board meeting on March 2, a date of June 1 was set for the next quarterly meeting. At the request of one member who was unable to attend in March, the date has been changed to June 8. The time and place will remain the same: 10:00 a.m. at the Heritage Trust Office, 1116 Bankers Trust Tower, Columbia. I hope that none of you is inconvenienced by this change.

To date, the following agenda items are indicated:

- Report of the bylaws committee
- Election of officers (if bylaws are approved)
- Status report on the Angel Oak proposal
- Status report on the Mountain Bridge proposal
- Report on various projects in progress
- Presentation of the inventory and site methodology.

A copy of the bylaws, as revised by the bylaws committee, is enclosed. The committee will solicit your comments on June 8.

The last agenda item listed above is expected to be time-consuming, since the subject is complex and not amenable to condensation. Accordingly, time will be allocated for the remainder of the afternoon to discuss this topic.

Since no objections were heard at the last meeting, the usual lunch will be served.

I hope to see you all on the 8th.

HWB/jlm

Enclosure

bcc: Bruce Alvarado

BYLAWS
OF
THE HERITAGE TRUST ADVISORY BOARD

SECTION I

NAME

The name of this Board shall be the Heritage Trust Advisory Board.

SECTION II

PURPOSE

The purpose of the Board shall be to carry out its powers and duties as provided in Act 600 of the 1976 South Carolina General Assembly, including, but not limited to those powers and duties specified in Section 6 of the Act.

SECTION III

PRINCIPAL OFFICE

The principal office of the Board shall be the office of the Heritage Trust Program of the South Carolina Wildlife and Marine Resources Department.

SECTION IV

MEETINGS

(a) Quorum. The presence of nine (9) Board members at any meeting shall constitute a quorum.

(b) Regular Meetings. Regular meetings of the Board shall be held quarterly.

(c) Special Meetings. Special meetings of the Board may be called by the chairperson or the vice chairperson, or upon written request of a majority of the Board members.

(d) Notice. Ten (10) days notice of any meeting must be given to members of the Board. The notice must state the purpose of the meeting.

(e) Parliamentary Procedures. When not in conflict with these Bylaws, the parliamentary rules as printed in Robert's Rules of Order shall govern.

(f) Order of Business. The order of business at Board meetings shall be set by the chairperson, and must include:

1. Call to order.
2. Reading and approval of the minutes of the previous meeting.
3. Reports from officers and committees.
4. Unfinished business.
5. New business.
6. Adjournment

The order of business may be altered or suspended at any meeting by majority vote of the members present.

SECTION V

OFFICERS

(a) Elective Officers. The elective officers of the Board shall be a chairperson and a vice chairperson. Other officers may be established and appointed by the Board.

(b) Terms. The officers shall take office immediately upon election and shall serve for a term of two (2) years and until successors are duly elected. Officers are eligible for reelection.

(c) Elections. All Board members shall be eligible for office and those who receive a majority of the votes cast by secret ballot shall be elected. Vacancies that occur shall be filled by the Board for the unexpired term. Elections shall be held at the first meeting of even-numbered calendar years.

(d) Chairperson. The chairperson shall be the chief officer of the Board; shall preside at meetings of the Board; shall communicate to the Board such matters and make such suggestions as may tend to promote the welfare and increase the usefulness of the Board; shall perform such other duties as are incident to the office; and may serve as a member ex officio of all committees.

(e) Vice Chairperson. The vice chairperson shall perform all duties of the chairperson during the absence of the chairperson and may serve as a member ex officio of all committees.

SECTION VI

EXECUTIVE DIRECTOR AND STAFF

The Executive Director and the staff of the South Carolina Wildlife and Marine Resources Department are authorized to perform the following functions on behalf of the Board; subject to the approval of the Board:

- (a) record and circulate minutes of Board meetings;
- (b) assist the Board in the conduct of its business;
- (c) arrange for the presentation of business at Board meetings;

- (d) provide meeting places, travel, and other arrangements for Board meetings.

SECTION VII

COMMITTEES

Upon motion and approval by the Board the chairperson may appoint committees and chairpersons of committees to further the work of the Board. Committees may consist of Board members, non-Board members, or both, and may include experts on special subjects dealing with the ecology, history, and archeology of South Carolina. Committee chairpersons and members shall serve from the time of appointment until the next regular election of officers. Any committee chairperson or member may be reappointed.

SECTION IV

VOTING BY MAIL

When deemed necessary, the chairperson may submit issues to the Board in writing by mail for a vote and decision in writing by mail. A two thirds majority of votes received by mail within ten (10) working days of the postmark date of such submission shall decide the issue, provided that enough votes to make a quorum have been received in that time.

Dedications and additions to the corpus of the South Carolina Heritage Trust or amendments to the bylaws may not be voted on by mail.

SECTION X

VOTING BY PROXY

Voting powers of a Board or committee member may be assigned to a proxy, provided that the member notifies the appropriate chairperson in writing, prior to the meeting at which the proxy is to serve. The notice shall identify the proxy and shall specify those items of business for which the proxy is authorized to vote.

SECTION XI

AMENDMENTS

These Bylaws may be adopted, amended, repealed or altered, in whole or in part by two thirds majority vote at any regular or special meeting of the Board.